

Office of Human Resources

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31301 Evergreen Road, Beverly Hills, MI 48025

VACANCY ANNOUNCEMENT

POSITION: Kids Club Assistant (AM & PM)	LOCATION: To be Determined
SALARY: 2024-25 Wage Scale – Step 1 \$16.12/ hr.	POSTING DATE: August 12, 2024
SCHEDULE: Part-time, M-F 6:45 – 9:00AM M-F 3:30 – 6:15 PM	DEADLINE: Until Filled START DATE: August 27, 2024

Applications are being accepted for the position of Kids Club Assistant for the K-5 childcare program at various Birmingham Public Schools elementary schools. This is a non-bargaining unit position. The position is available for immediate start in the new school year.

JOB LOCATIONS

Before/After School Kids Club Assistant positions are available at multiple BPS schools. For further information on the position (hours, etc.), please contact this email: BPSCommunityEd@gmail.com

JOB SUMMARY AND RESPONSIBILITIES:

- Help Kids Club Director develop and maintain a safe, nurturing, and positive environment for each child.
- Help with supervising and providing care and activities, such as crafts, games, homework help, etc.
- Interact with children to develop positive relationships.
- Contribute and gather/prepare materials as assigned by Teacher/Director.
- Act as a positive role model for children.
- Aware of and attentive to developing situations in the classroom.
- In addition to the regular hours listed above, help the supervising Teacher/Director supervise and provide care for half day Kids Club programs.
- Attend Community Education Staff meetings as scheduled and staff development sessions conducted by the district.
- Work one on one with students or in small groups as needed.
- Prepare snack.
- Communicate verbally with parents and colleagues.
- Assume responsibility in an emergency or if Director is absent.
- Perform other job-related duties as requested by supervising Teacher/Director, CSO, or Principal, which may encompass PreK through 5th grade programming.

QUALIFICATIONS:

- Must be 18 years old or older and possess a high school diploma or equivalent.
- Experience interacting or supervising elementary school children is preferred.
- Bloodborne Pathogen, Playground Safety, and Epi-Pen training must be completed on-line within 90 days of employment. First Aid and CPR training preferred, or will be provided.
- Fingerprinting and Michigan Child Care Background Check required prior to starting.
- Professional development training sessions required throughout the year.
- A TB test must be obtained, passed, and documented with a physician's signature.

PHYSICAL REQUIREMENTS:

- Ability to stand and walk over 60% of the workday in order to supervise children throughout daily activities, walk throughout the school, and participate in gym and playground activities.
- Must have physical stamina to care for energetic young children.
- Required to lift up to 50 pounds, bend, sit on the floor, run, and engage in other physical activities

START DATE: August 27, 2024

COMPENSATION: \$16.12 per hour; paid sick/personal days; service credits toward retirement. No medical benefits.

Method of Application

Internal candidates can submit a resume and cover letter to the Human Resources Department to bpsjobtransfer@birmingham.k12.mi.us

Interested external candidates meeting the above qualifications must complete the online application through the Oakland Human Resources Consortium website by the deadline listed. The posting can be found at [Birmingham Human Resources](#), click on **Employment Opportunities > Open Positions**

AN EQUAL OPPORTUNITY EMPLOYER**BIRMINGHAM PUBLIC SCHOOLS STATEMENT OF NON-DISCRIMINATION**

NOTICE OF The Board of Education is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. There will be no tolerance for discrimination or harassment on the basis of race, color, national origin, religion, sex, sexual orientation, marital status, genetic information, disability or age. The District prohibits harassment and other forms of discrimination whether occurring at school, on District property, in a District vehicle, or at any District related activity or event. The Superintendent will designate compliance officers and develop and implement regulations for the reporting, investigation and resolution of complaints of discrimination or harassment. The following people have been designated to handle inquiries regarding the nondiscrimination policies: Students - Inquiries related to discrimination on the basis of disability should be directed to: Executive Director of Specialized Instruction and Student Services, 31301 Evergreen Road, Beverly Hills, MI 48025, 248.203.3000. Direct all other inquiries related to discrimination to: Assistant Superintendent of Human Resources, 31301 Evergreen Road, Beverly Hills, MI 48025, 248.203.3000.